INSTRUCTIONS

CFS-201-A (Notice of Child Maltreatment Allegation to Law Enforcement and Prosecuting Attorney)

Purpose:

This notice is designed to provide timely notification to local law enforcement and the prosecuting attorney that a report of child maltreatment has been made to the child abuse hotline.

Note: Law enforcement and the prosecuting attorney will be notified **only** in cases of severe maltreatment.

Completion:

To: Enter the name of the law enforcement officer or prosecuting attorney.

Address: Enter the full business address of the law enforcement officer or prosecuting attorney.

From: Enter the name and full address of the DCFS staff sending the notice.

County Office: Enter the county of the DCFS staff sending the notice.

Date: Enter the date the notice is sent.

CHRIS Referral #: Insert the CHRIS referral number.

RE: Enter the names of the alleged victim(s) and alleged offender and the address of the alleged offender.

Date of Allegation: Enter the date the allegation was originally made.

Allegation: Insert a brief description of the suspected child maltreatment.

Signature: Print and sign the name of the staff member who is sending the form.

Routing:

1. Send copy to law enforcement **immediately** upon receipt of hotline report.

2. Send copy to prosecuting attorney **within five business days** of receipt of hotline report.

3. Retain a file copy.